

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Rig Superintendent

JOB CODE : 002865

DATE PREPARED : October 1, 1989

Revised: July 11, 1994

SUMMARY STATEMENT

The Rig Superintendent is responsible for the overall operation of a drilling rig.

DIMENSIONS

The incumbent has contributory impact upon an operating budget. The incumbent may have direct supervisory responsibility for 15 nonexempt employees. This position reports to a Project Manager.

NATURE AND SCOPE

1. Supervises the operations and maintenance of a rig on a 24-hour, 7-day/week basis and when not on location is continually available for consultation;
2. Directs and coordinates the timely and economic completion of large diameter (36" to 160") placement and satellite holes as well as drilling requirements for post-shot operations;
3. Supervises "fishing" operations as required;
4. Directs the acquisition and delivery of drilling tools, fuel, water, and supplies for use at drilling sites;
5. Ensures the quality of work performed is in accordance with established project requirements and that manpower and equipment are efficiently and economically used;
6. Establishes work procedures and adjusts priorities to meet operational schedules;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking in field or office/laboratory on all types of surfaces;
2. Frequent sitting while completing paperwork or working at a computer;
3. Occasional lifting/carrying up to 40 pounds of testing equipment and tools, carrying up to 100 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while moving/operating equipment;
5. Occasional bending/twisting at waist/knees/neck throughout shift while inspecting work in shop and field;
6. Occasional kneeling, crouching, or working in awkward positions while inspecting equipment;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, completing paperwork, etc.;

Rig Superintendent

8. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech abilities in communicating with all levels of people, subordinates, and supervisors and giving/receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; lead meetings; train others; handle complaints; etc.;
3. Must possess excellent mathematical skills;
4. Must be able to work independently, make decisions, and prioritize and delegate;
5. Must possess good problem-solving skills, creativity, integrity, and ability to apply knowledge and experience to determine best course of action;
6. Must be able to deal with pressures of deadlines and time constraints, multiple tasks, handling emergencies, hazardous conditions, and complaints;
7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;
8. Must be able to supervise and train assigned personnel in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains close liaison with field operations personnel and user agency and A&E representatives in planning, coordinating, and executing drilling program requirements.

WORKING CONDITIONS

The incumbent is subjected to continual exposure to drilling work hazards and disagreeable noise and weather conditions while supervising a 24-hour, 7-day/week operation. It is possible the incumbent may be exposed to radiation during post-shot drilling.

REQUIRED WORK EXPERIENCE

This position requires eight years of drilling experience, preferably including some familiarity with large diameter drilling operations, four years should have been in a responsible supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.